

**NOTICE AND AGENDA**  
**TOWN COUNCIL**  
**Town Council - Regular Meeting**

Public notice is given that the Town Council of the Town of Apple Valley, Washington County, Utah will hold a **Town Council - Regular Meeting** on **Wednesday, April 03, 2019** at the **Apple Valley Town Hall**, 1777 N. Meadowlark Dr., Apple Valley, Utah, commencing at **6:00 PM** or shortly thereafter. In accordance with state statute, one or more council members may be connected via speakerphone. This meeting will be available for live stream at [www.youtube.com](http://www.youtube.com). Search: Town of Apple Valley Utah.

The Agenda for discussion and action is as follows:

**CALL TO ORDER / PLEDGE OF ALLEGIANCE/ ROLL CALL**

Mayor's Town Update

**DISCUSSION AND ACTION**

- [1.](#) Election by Mail Resolution R-2019-03
- [2.](#) Road Grader Repairs
- [3.](#) Transient Room Tax
- [4.](#) Cannan Mountain Park and Trail Application
- [5.](#) Building Permit Process, Streamline and Upgrade
- [6.](#) Resolution R-2019-06 Planning Commissioner Appointment.
- [7.](#) Ensign Billing

**DISCUSSION**

- [8.](#) FY2018 Financial Review - Ben Billingsley

**REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS**

Events Committee – Tish Lisonbee/Debbie Kopp  
Planning Commission – Cynthia Browning/Michael McLaughlin  
Fire Department – Chief Dave Zolg, Jr  
Engineering – Rod Mills  
Big Plains Water and Sewer SSD – Harold Merritt  
Code Enforcement – Rich Ososki/Paul Edwardsen  
Roads and Storm Drainage -  
Mosquito Abatement- Margaret Ososki  
Council-  
Other

**PUBLIC COMMENTS**

**ADJOURNMENT**

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS. MEETINGS

In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should notify Michelle Kinney at 435-877-1190.

**Item Attachment Documents:**

1. Election by Mail Resolution R-2019-03

Approximate Cost for By Mail Ballots	Apple Valley	K&H Printers
421 active voters		<u>Ballots</u>
87 Permanent Absentee Voters		

Item:	Description	Actual Qty	Each	Extended Price
Lot 1	Ballot Types tested	1	\$25.00	\$25.00
I would order 10	Ballots - Marked - EXTRA - for testing		0.5	
	Total: Lot 1			\$25.00
Lot 2	Preparing Permant Absentee and Vote by Mail Ballots			
	Account Management	421	0.3240	\$136.40
	Mail Ballots	421	0.3100	\$130.51
	Total: Lot 2			\$266.91
Lot 3	Preparing Polling Place Ballots			
<u>Order a</u>	Provisional Ballots/Poll Location	0	0.3240	\$0.00
<u>10 to 20</u>	Test Ballots - Blank	0	0.3240	\$0.00
<u>Same Day</u>	Vault / Counter Ballots / EXTRA	0	0.3240	\$0.00
<u>PROV and testing</u>				
	Total: Lot 3			\$0.00
Lot 4	Preparing Supplemental Absentee Ballots			
2nd batch mailing	Number of packages (ballots)	0	0.7340	\$0.00
	If needed			
	Total: Lot 4			\$0.00
Lot 5	Printing Ancillary Materials			
	Outer and Return Envelopes <u>with County Outgoing and Return address</u>			
	with 1 insert	421	0.2523	\$106.21
	Total: Lot 5			\$106.21
	Sub Total:			\$398.11
	Freight	421	0.0214	\$9.00
	Postage:	421	0.3790	\$159.55
	Estimated Total K&H Printing:			\$566.66

**NOTE: Extra test ballots, extra ballots, provisional ballots and envelopes are not included in this estimate**

**Election Services / BY MAIL Election ONLY****Washington  
County as Election  
Vendor****NOTE:****Ballot Programming and Testing / ES&S Election Systems and Software**

Ballot Programming	421	0.0967	\$40.71
Logic and Accuracy Testing per election / By Mail Ballots		\$150.00	\$150.00
Public Demonstration / Testing		\$150.00	\$150.00
<del>Poll Book Programming Early Voting and Election Day</del>		<del>\$50.00</del>	

**Poll Manager, Election Worker  
Training**

Per Election	Per Person	Total Per Election
	1	\$150.00
	4	\$75.00

IF

Needed

Poll Manager

Election Worker

**Per****Machine Delivery and Pick Up**

Location	Locations	Total per election
Monday before the Election	\$75.00	1
Wednesday after the Election	\$75.00	1
Early Voting	\$75.00	1

IF

Needed

Monday before the Election

Wednesday after the Election

Early Voting

**Minimum****Counting and Cavassing**

Per Hour	Hours	Total Per Election
County Election Staff	\$50.00	1
Extra Counting Staff / 6 people per hour	\$60.00	1
Canvass Preparation	\$50.00	1
Signature Verification / 6 people per hour	\$60.00	1

**Estimated Total, Election Services:****\$560.71****Estimated Cost per Election:****\$1,127.37**

RESOLUTION NO. R-2019-03

RESOLUTION TO APPROVE VOTE BY MAIL  
FOR THE 2019 MUNICIPAL ELECTION

WHEREAS, the Town of Apple Valley is a Utah municipality; and

WHEREAS, Utah State Code (20A-3-302) allows Municipalities to conduct elections by Absentee Ballot, otherwise known as, Vote by Mail.

WHEREAS, Washington County has offered to administer vote by mail for municipalities as their election vendor for the 2019 municipal election; and

WHEREAS, the Town Council desires to increase voter participation and convenience through voting by mail.

WHEREAS, the Town Council, is required to notify the Lieutenant Governor's office (Utah Code 20A-3-302(1)(b)(ii)) that the Town of Apple Valley will be conducting a Vote by Mail election;

NOW, THEREFORE, IT IS RESOLVED by the Town Council of the Town of Apple Valley that the Town of Apple Valley will conduct a vote by mail election for 2019. Mayor Marty Lisonbee is hereby authorized to execute an agreement with Washington County be the Town's election vendor.

PASSED this 3<sup>rd</sup> day of April, 2019

Effective after passage and posting

\_\_\_\_\_  
Mayor Marty Lisonbee

ATTEST:

\_\_\_\_\_  
Michelle Kinney, Town Recorder

Council Member Michael McLaughlin voted \_\_\_\_\_  
Council Member Debbie Kopp voted \_\_\_\_\_  
Council Member Denny Bass voted \_\_\_\_\_  
Council Member Paul Edwardsen voted \_\_\_\_\_  
Mayor Marty Lisonbee voted \_\_\_\_\_

**Item Attachment Documents:**

2. Road Grader Repairs



**Item Attachment Documents:**

4. Cannan Mountain Park and Trail Application



Imagery ©2019 Google, Map data ©2019 Google 500 ft

Marty,

Attached is the R&PP Booklet and application you have requested. An R&PP is a Recreation & Public Purposes Lease. There is a \$100 filing fee and the applicant is responsible for the processing of the application including: classification for R&PP use, the environmental assessment, the mineral potential report, costs associated with the writing of and publication of a Notice of Realty Action (NORA), an appraisal (if applicable) and of costs associated with one public meeting if the proposal involves over 640 acres. There are third-party contractors that can help you with this type of work. A Development and Management Plan will also need to be submitted along with the application, which is a conceptual detailed plan of the proposed project.

After reviewing let me know if you have any questions. The application should be submitted with the fee discussed above, the Development and Management Plan and a defined map.

thanks

On Wed, Mar 20, 2019 at 3:27 PM Marty Lisonbee  
<[mayor@applevalleyut.gov](mailto:mayor@applevalleyut.gov)> wrote:

Hi Stephanie,

The Town of Apple Valley is interested in obtaining a piece of BLM property adjacent to Cedar Point subdivision for use as a Town Park. What forms or paper work would be required to begin this request.

Thank you,

Marty

Marty Lisonbee  
Mayor  
Town of Apple Valley UT  
1777 N Meadowlark Dr  
Apple Valley UT 84737  
Office 435-877-1190  
Cell 435-680-2629  
[mayor@applevalleyut.gov](mailto:mayor@applevalleyut.gov)

On Feb 14, 2019, at 2:10 PM, Trujillo, Stephanie  
<[strujill@blm.gov](mailto:strujill@blm.gov)> wrote:

Marty

It was great meeting you this afternoon. Attached you will find the application we discussed. I have also included a Plan of Development template that should be completed and returned with the application. If you have the capability of providing a shapefile along with a map of the proposed road that would be great.

Thanks

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Stephanie Trujillo  
Realty Specialist  
St George Field Office  
345 E Riverside Dr.  
St George UT 84770  
435-688-3343

<SF299-09f.pdf><Road\_POD.doc>

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Stephanie Trujillo  
Realty Specialist  
St George Field Office  
345 E Riverside Dr.  
St George UT 84770  
435-688-3343

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**LAND USE APPLICATION AND PERMIT**  
(Sec. 302(b) of P.L. 94 - 579, October 21, 1976, 43 U.S.C. 1732)

FORM APPROVED OMB  
NO.1004-0009 Expires:  
March 31, 2020

FOR BUREAU OF LAND MANAGEMENT (BLM) USE ONLY

Application Number

1. Name (first, middle initial, and last)	Address (include zip code)	Phone (include area code)

2. Attach map or sketch showing public lands for which you are applying

3. Proposed date(s) of use: from to

4. Give legal basis for holding interest in lands in the State of \_\_\_\_\_  
(Check appropriate box at right and explain.)

Resident	Partnership
Corporation	County
Local Government	State Government
Other	

5. Are the lands now improved, occupied or used? Yes No (If "yes," describe improvements and purposes, identify users and occupants.)

6. Do you need access to the land? Yes No (Describe needed or existing access)

7a. What do you propose to use the lands for?

b. What improvements and/or land development do you propose? (To complete application processing, engineering and construction drawings may be required)

c. What is the estimated capital cost?  \$ _____	d. What is the source of water for the proposed use?
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I CERTIFY That the information given by me in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

(Continued on page 2)

PERMIT

Permission is hereby granted to  
of  
to use the following described lands:

Permit Number

TOWNSHIP	RANGE	SECTION	SUBDIVISION
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Meridian	State	County	Acres (number)
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for the purpose of

and subject to the following conditions:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. This permit is issued for the period specified below. It is revocable at the discretion of the BLM, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.</li> <li>2. This permit is subject to all applicable provisions of the regulations (43 CFR 2920) which are made a part hereof.</li> <li>3. This permit may not be assigned without prior approval of the BLM.</li> <li>4. Permittee must not enclose roads or trails commonly in public use.</li> <li>5. Authorized representatives of the Department of the Interior, other Federal agencies, and State and local law officials will at all times have the right to enter the premises on official business.</li> <li>6. Permittee must pay the United States for any damage to its property resulting from the use.</li> <li>7. Permittee must notify the BLM of address change immediately.</li> <li>8. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises and to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and game animals, and must keep the premises in a neat, orderly, and sanitary condition.</li> <li>9. Permittee must pay the BLM, in advance, the lump sum of \$ _____ for the period of use authorized</li> </ol> | <p>by this permit or \$ _____, annually, as rental or such other sum as may be required if a rental adjustment is made.</p> <ol style="list-style-type: none"> <li>10. Use or occupancy of land under this permit will commence within _____ months from date hereof and must be exercised at least _____ days each year.</li> <li>11. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires and prevent pollution of waters on or in the vicinity of the lands.</li> <li>12. Permittee must not cut any timber on the lands or remove other resources from the land without prior written permission from the BLM. Such permission may be conditioned by a requirement to pay fair market value for the timber or other resources.</li> <li>13. Permittee agrees to have the serial number of this permit marked or painted on each advertising display or other facility erected or maintained under the authority of such permit.</li> <li>14. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.</li> <li>15. Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.</li> </ol> |
|--|--|
16. Special conditions (*attach additional sheets, if necessary*)

Permit issued for period

From \_\_\_\_\_

To \_\_\_\_\_

\_\_\_\_\_  
(Permittee)

\_\_\_\_\_  
(BLM)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**INSTRUCTIONS**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Submit, in <i>duplicate</i>, to any local office of the Bureau of Land Management having jurisdiction of the lands.</li> <li>2. Applications for Land Use Permits will not be accepted unless a notification of the availability of the land for non-BLM use (<i>Notice of Realty Action</i>) has been published in the Federal Register and for 3 weeks thereafter in a newspaper of general circulation. This provision does not apply in those situations where the publication of</li> </ol> | <p>a (<i>Notice of Realty Action</i>) has been waived by the BLM.</p> <ol style="list-style-type: none"> <li>3. Costs of processing the application must be paid by the applicant in advance.</li> <li>4. The BLM may require additional information to process an application. Processing will be deferred until the required information is furnished by the applicant.</li> </ol> |
|--|--|

## NOTICES

**The Privacy Act** and 43 CFR 2.48(d) require that you be furnished with the following information in connection with the information required by this form.

**AUTHORITY:** 43 U.S.C. 1732 and 43 CFR Part 2920 permit collection of the information requested by this form.

**PRINCIPAL PURPOSE:** The BLM uses the information in this form to process your application.

**ROUTINE USES:** In accordance with the System of Records titled, "Land and Minerals Authorization Tracking System--Interior, LLM-32," disclosure outside the Department of the Interior may be made: (1) To appropriate Federal agencies when concurrence or supporting information is required prior to granting or acquiring a right or interest in lands or resources, (2) To Federal, State, or local agencies or a member of the general public in response to a specific request for pertinent information, (3) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled, (4) To an appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, regulation, rule, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation, (5) To a member of Congress or a Congressional staff member from the record of an individual in response to an inquiry made at the request of that individual, (6) To the Department of the Treasury to effect payment to Federal, State, and local government agencies, nongovernmental organizations, and individuals, and (7) To individuals involved in responding to a breach of Federal data. The BLM will only disclose this information in accordance with the Freedom of Information Act, the Privacy Act, and the provisions at 43 CFR 2.56(c).

**Vj g'Rcr gty qt niTgf wevqp'Cev** requires us to inform you that:

The BLM collects this information to process applications for land use authorizations, in accordance with 43 CFR Part 2920.

You do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a valid OMB control number.

**EFFECT OF NOT PROVIDING INFORMATION:** Submission of the requested information is necessary to obtain or retain a benefit. Failure to submit all of the requested information or to complete this form may result in delay or preclude the BLM's acceptance of your form.

**BURDEN HOURS STATEMENT:** The estimated public reporting burden for this form is 1 hour per response for the majority of responses, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. For more complex responses, the estimated public reporting burden is 120 hours per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. You may submit comments regarding the burden estimate or any other aspect of this form to: U.S. Department of the Interior, Bureau of Land Management (1004-0009), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, N.W., Washington, D.C. 20240.

**APPLICATION FOR TRANSPORTATION AND  
UTILITY SYSTEMS AND FACILITIES  
ON FEDERAL LANDS**

FORM APPROVED  
OMB Control Number: 0596-0082  
Expiration Date: 8/31/2020

**FOR AGENCY USE ONLY**

NOTE: Before completing and filing the application, the applicant should completely review this package and schedule a preapplication meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the preapplication meeting.

Application Number

Date Filed

1. Name and address of applicant (*include zip code*)

2. Name, title, and address of authorized agent if  
different from item 1 (*include zip code*)

3. Telephone (*with area code*)

Applicant

Authorized Agent

4. As applicant are you? (*check one*)

- a. ☐ Individual
- b. ☐ Corporation\*
- c. ☐ Partnership/Association\*
- d. ☐ State Government/State Agency
- e. ☐ Local Government
- f. ☐ Federal Agency

*\* If checked, complete supplemental page*

5. Specify what application is for: (*check one*)

- a. ☐ New authorization
- b. ☐ Renewing existing authorization number
- c. ☐ Amend existing authorization number
- d. ☐ Assign existing authorization number
- e. ☐ Existing use for which no authorization has been received \*
- f. ☐ Other\*

*\* If checked, provide details under item 7*

6. If an individual, or partnership, are you a citizen(s) of the United States? ☐ Yes ☐ No

7. Project description (describe in detail): (a) Type of system or facility, (*e.g., canal, pipeline, road*); (b) related structures and facilities; (c) physical specifications (*Length, width, grading, etc.*); (d) term of years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for construction (*Attach additional sheets, if additional space is needed.*)

8. Attach a map covering area and show location of project proposal

9. State or Local government approval: ☐ Attached ☐ Applied for ☐ Not Required

10. Nonreturnable application fee: ☐ Attached ☐ Not required

11. Does project cross international boundary or affect international waterways? ☐ Yes ☐ No (*if "yes," indicate on map*)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

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13a. Describe other reasonable alternative routes and modes considered.

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b. Why were these alternatives not selected?

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c. Give explanation as to why it is necessary to cross Federal Lands.

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14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (*Specify number, date, code, or name*)

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15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

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16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

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17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability.

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18. Describe the probable effects that the proposed project will have on (a) populations of fish, plantlife, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

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19. State whether any hazardous material, as defined in this paragraph, will be used, produced, transported or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance or termination of the right-of-way or any of its facilities. "Hazardous material" means any substance, pollutant or contaminant that is listed as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq., and its regulations. The definition of hazardous substances under CERCLA includes any "hazardous waste" as defined in the Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. 6901 et seq., and its regulations. The term hazardous materials also includes any nuclear or byproduct material as defined by the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq. The term does not include petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance under CERCLA Section 101(14), 42 U.S.C. 9601(14), nor does the term include natural gas.

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20. Name all the Department(s)/Agency(ies) where this application is being filed.

---

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

---

Signature of Applicant

Date

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Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

GENERAL INFORMATION  
ALASKA NATIONAL INTEREST LANDS

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest Lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Transportation and utility systems and facility uses for which the application may be used are:

1. Canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the transportation of water.
2. Pipelines and other systems for the transportation of liquids other than water, including oil, natural gas, synthetic liquid and gaseous fuels, and any refined product produced therefrom.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the transmission and distribution of electric energy.
5. Systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved right-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airports, landing strips, docks, and other systems of general transportation.

This application must be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture  
Regional Forester, Forest Service (USFS)  
P.O. Box 21628  
Juneau, Alaska 99802-1628  
Telephone: (907) 586-7847 (or a local Forest Service Office)

Department of the Interior  
Bureau of Indian Affairs (BIA)  
Alaska Regional Office  
709 West 9th Street  
Juneau, Alaska 99802  
Telephone: (907) 586-7177

Department of the Interior  
Alaska State Office  
Bureau of Land Management  
222 West 7th Avenue #13  
Anchorage, Alaska 99513  
Public Room: 907-271-5960  
FAX: 907-271-3684  
(or a local BLM Office)

U.S. Fish & Wildlife Service (FWS)  
Office of the Regional Director  
1011 East Tudor Road  
Anchorage, Alaska 99503  
Telephone: (907) 786-3440

National Park Service (NPS)  
Alaska Regional Office  
240 West 5th Avenue  
Anchorage, Alaska 99501  
Telephone: (907) 644-3510

Note - Filings with any Interior agency may be filed with any office noted above or with the Office of the Secretary of the Interior, Regional Environmental Officer, P.O. Box 120, 1675 C Street, Anchorage, Alaska 99513.

Department of Transportation  
Federal Aviation Administration  
Alaska Region AAL-4, 222 West 7th Ave., Box 14  
Anchorage, Alaska 99513-7587  
Telephone: (907) 271-5285

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

OTHER THAN ALASKA NATIONAL INTEREST LANDS

Use of this form is not limited to National Interest Conservation Lands of Alaska.

Individual department/agencies may authorize the use of this form by applicants for transportation and utility systems and facilities on other Federal lands outside those areas described above.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

SPECIFIC INSTRUCTIONS  
(Items not listed are self-explanatory)

- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
- 8 Generally, the map must show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
- 9, 10, and 12 The responsible agency will provide additional instructions.
- 13 Providing information on alternate routes and modes in as much detail as possible, discussing why certain routes or modes were rejected and why it is necessary to cross Federal lands will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate routes and modes as related to current technology and economics.
- 14 The responsible agency will provide instructions.
- 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
- 16 through 19 Providing this information with as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use a sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, do not address this subject. The responsible agency will provide additional instructions.

Application must be signed by the applicant or applicant's authorized representative.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

DATA COLLECTION STATEMENT

The Federal agencies collect this information from applicants requesting right-of-way, permit, license, lease, or certification for the use of Federal lands. The Federal agencies use this information to evaluate the applicant's proposal. The public is obligated to submit this form if they wish to obtain permission to use Federal lands.

**SUPPLEMENTAL**

NOTE: The responsible agency(ies) will provide instructions	CHECK APPROPRIATE BLOCK	
<b>I - PRIVATE CORPORATIONS</b>	ATTACHED	FILED*
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.	<input type="checkbox"/>	<input type="checkbox"/>
f. If application is for an oil or gas pipeline, describe any related right-of-way or temporary use permit applications, and identify previous applications.	<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.	<input type="checkbox"/>	<input type="checkbox"/>
<b>II - PUBLIC CORPORATIONS</b>		
a. Copy of law forming corporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization	<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>
<b>III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY</b>		
a. Articles of association, if any	<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other	<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.	<input type="checkbox"/>	<input type="checkbox"/>

\*If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g., number, date, code, name). If not on file or current, attach the requested information.

## NOTICES

Note: This applies to the Department of Agriculture/Forest Service (FS)

This information is needed by the Forest Service to evaluate the requests to use National Forest System lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement is provided by the Organic Act of 1897 and the Federal Land Policy and Management Act of 1976, which authorize the secretary of Agriculture to promulgate rules and regulations for authorizing and managing National Forest System lands. These statutes, along with the Term Permit Act, National Forest Ski Area Permit Act, Granger-Thye Act, Mineral Leasing Act, Alaska Term Permit Act, Act of September 3, 1954, Wilderness Act, National Forest Roads and Trails Act, Act of November 16, 1973, Archeological Resources Protection Act, and Alaska National Interest Lands Conservation Act, authorize the Secretary of Agriculture to issue authorizations or the use and occupancy of National Forest System lands. The Secretary of Agriculture's regulations at 36 CFR Part 251, Subpart B, establish procedures for issuing those authorizations.

### BURDEN AND NONDISCRIMINATION STATEMENTS

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.*

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

## ROAD PLAN OF DEVELOPMENT

### 1. Purpose and Need for the Facility

- a. what will be built
- b. what is use
- c. what is size
- d. does the proposal involve new construction, reconstruction, or improvement of an existing road
- e. is the use temporary or permanent
- f. is this ancillary to an existing right-of-way
- g. type and volume of traffic that is anticipated
- h. season of use
- i. origination and destination of the road
- j. alternative routes or locations, if proposed road not within a designated corridor

### 2. Right-of-way Location

- a. legal description
- b. maps tied to section corners and drawings
- c. road cross sections, and plans and profiles

### 3. Facility Design Factors

- a. minimum and maximum engineering standards
  - 1) construction standards of the road
  - 2) maximum grade and pitch of the road
  - 3) requirements and location of drainage ditches, culverts, bridges, and low-water crossings
  - 4) if the road will be surfaced, what surfacing material will be used
  - 5) length and width of road
  - 6) cut and fill diagrams
- b. detailed engineering plans and specifications for major structures
  - 1) major culverts, bridges, retaining walls
- c. temporary use areas needed

### 4. Additional Components

- a. existing components on and off public land
- b. possible future components on and off public land
- c. is there a need for sand and gravel supplies from public land
- d. location of equipment storage areas

### 5. Government Agencies Involved

- a. are Corps of Engineers Section 404 permits needed
- b. are State or local permits, easements, or dedications needed

### 6. Construction of facilities

- a. construction (brief description)
  - 1) major facilities (including vehicles and number of tons and loads)
  - 2) ancillary facilities (including vehicles and number of tons and loads)
  - 3) methods of construction and types of equipment to be used on the road right-of-way
- b. work force (number of people and vehicles)
- c. flagging or staking of the right-of-way
- d. clearing and grading
- e. facility construction data
  - 1) description of construction process
- f. access to and along right-of-way during construction
- g. contingency planning
  - 1) holder contacts
  - 2) BLM contacts
- h. safety requirements
- i. industrial wastes and toxic substances

- j. seasonal restrictions on various activities
7. Resource Values and Environmental Concerns
- a. address at level commensurate with anticipated impacts
    - 1) location with regard to existing corridors
  - b. anticipated conflicts with resources or public health and safety
    - 1) air, noise, geologic hazards, mineral and energy resources, paleontological resources, soils, water, vegetation, wildlife, threatened and endangered species, cultural resources, visual resources, BLM projects, recreation activities, wilderness, etc.
8. Stabilization and Rehabilitation
- a. soil replacement and stabilization
  - b. disposal of vegetation removed during construction (i.e., trees, shrubs, etc.)
  - c. seeding specifications
  - d. fertilizer
  - e. limiting access to right-of-way
9. Operation and Maintenance
- a. minimum maintenance and maintenance schedule
  - b. placement of control, warning, and directional traffic signs
  - c. maintenance of special needs such as snow removal, seasonal closure, and controlled access
  - d. safety
  - e. industrial wastes and toxic substances
  - f. inspection and maintenance schedules
  - g. work schedules
  - h. fire control
  - i. inspections
  - j. contingency planning
10. Termination and Restoration
- a. determine if the road will be totally obliterated
  - b. what structures will be left in place or removed
  - c. stabilization and re-vegetation of disturbed area

**Item Attachment Documents:**

5. Building Permit Process, Streamline and Upgrade



enfusion  
TECHNOLOGIES



# Service Proposal

## DIGITAL INSPECTION SOFTWARE & DOCUMENT TRACKING SOLUTIONS

Prepared for: Apple Valley

Proposal Number: 030119-004

Prepared by: Bradi Frei, Owner

Proposal Date: 3/11/19

Proposal Valid until: 4/11/19

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## **Objective**

To provide a digital permitting and inspection solution using our City Inspect™ Software to apply for permits online, use our digital plan review process, issue permits, schedule inspections, complete inspections and to track and report on inspections and permits. Our company has been growing quickly in building departments all over Utah. We specialize in digital inspections and know the business well. We look forward to working with you.

## **Scope of Project**

### ***Mobile & Desktop Ready -***

City Inspect™ Software is cloud based on reliable Amazon Servers. All software and files are backed-up automatically to keep your files safe at all times. The City Inspect™ Software is available anywhere you have internet access and is ready to use on all Apple, Android and Window devices (mobile and desktop).

### ***Training -***

We provide on-site training of the software with personal one-on-one training if needed. Our website offers easy to follow tutorials as well. We built the software with the inspector in mind and it is very user friendly. Our Customers have not needed more than their initial training to operate the software with ease. However, if a problem arises, our technical support is an easy call to our local office to help assist immediately.

### ***The Software -***

The City Inspect™ Software was built specifically for building inspectors. It has all the tools necessary to complete digital inspections in the field, attach photos, track all permits, report on inspections and permits, automatic emailing to contractors, online inspection requests, upload files pertaining to the permit including plans and engineering as well any other necessary documents.

### ***Builder Portal -***

Using the builder portal, your applicants can use single login to apply for and track all their permits through your City. Through this login they can: start a new application and work on it at their own pace; check the status of another application in plan review and submit required/missing documents with ease; print an invoice for an application they need to pay before it can be issued; request an inspection on an active permit; and access any other permits attached to their account. The City Inspect software offers transparency to the builder and the City. This includes real-time updates to all applications and permits for both parties, allowing everyone to be on the same page with no delay. This will allow your staff to save a lot of time they used to spend answering phone calls and tracking down paperwork.

### ***Apply for Permits Online –***

The City Inspect software offers customized application submittals. When your applicants select a permit to apply for, the information and documents requested are customized for the type of permit they selected.

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For example, requirements for a New Home permit are different from an Awning or a Commercial permit. These are pre-loaded and customizable in our software to make your permit process seamless.

### ***Plan Review -***

We have a complete 'start to finish' process for Plan Review. When your applicants apply for their permits online, everyone can view real-time tracking of the plan review process. This feature saves time and energy for not only your plan review departments, but the applicants as well. Both City users and applicants can attach files, leave comments and view the permit across multiple departments, all while making sure only City users assigned to the permit can make status changes to approve or reject an item. Using our software allows multiple departments to simultaneously review documents and applications assigned to them, per permit, and sign-off on those items either as a department or as an individual.

There are no file size restrictions to the size of plans you can upload. (Please keep in mind that larger file sizes will take longer to load if the user has a slow internet connection.)

### ***Issuing Permits-***

Once Plan Review has been completed and approved, the permit is now ready to be issued and paid for. This is accomplished in two clicks with our system; verify the fees and issue. We automatically assign the next number in sequence and create the permit with all included information.

### ***Start Inspecting-***

As soon as the permit has been issued, you are ready to start inspecting. There are no additional steps to begin this process! Just click the schedule inspection button and start scheduling your inspections for your inspectors (and your builder can now request his inspections online). New inspections are immediately shown on the inspector's schedule in real-time. Inspectors love using our system to complete their inspections because they have access to the plans, engineering, all documents submitted in plan review, all previous inspections and the entire history of the permit, right during their inspection, without having to leave their inspection. No more changing screens looking for information, we built it all in to one easy-to-use interface. Once the inspection is complete, a PDF report is created and automatically emailed to the builder/owner. No additional steps are necessary by the inspector.

### ***Plans, Engineering & Documents-***

Easily upload plans and engineering to your permits. There are no file size restrictions to the size of plans you can upload. (Please just keep in mind that larger plans will take longer to load in the field over slower internet connections.) Our Software also offers a summary page where you can attach any other documents to the permit. RESCheck files, certificates for C/O, clearances, photos, gas design diagrams,

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sewer/water lateral maps, etc. There are no restrictions on files to attach. The Software also allows you to create custom sections per permit for easily finding documents.

### ***Calendar Scheduling-***

City Inspect has an easy drag and drop calendar for scheduling. Easily view all your inspectors' schedules side-by-side or just select the ones you want. Our schedule allows the admin to schedule events to "block-out" time for the inspectors for vacations, training, plan review or any other event in which they would need to block out their schedule. Our inspectors can start their inspections right from their calendar so they don't need to go back and forth between devices and calendars.

### ***Tracking Permits & Reporting-***

Using City Inspect, you can run reports on the city's permits, inspections and fees. You can see how many permits were submitted online during any specific time frame, how many are currently in plan review, etc. Sending reports to the State is easy when you save your report templates to run each month.

### ***Unlimited Users -***

The City Inspect software offers unlimited users at no additional cost. We believe you should be able to use the software for every aspect needed. Your city can add as many users as necessary. It is built to be used, so please load it up with users and get the most out of it!

### ***Maintenance & Updates -***

As part of your maintenance contract, all service, updates and maintenance are included. You will always have the most up-to-date software available at no addition cost.

### ***Software Integration -***

We have a full programming team available to help integrate the City Inspect software with your individual City needs. We have worked with OnBase and Blue Beam to help create seamless integration between us and other software platforms.

### ***Other Modules -***

Enfusion Technologies also has other modules available to your city to use at no additional costs. The available modules are for: Code Enforcement, Storm Water, Business License, Work Orders and any others needed to inspect.

See next page for Contract & Pricing Summary.

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## CONTRACT & PRICING

### License Fee

The License Fee is a one-time fee for the use of the Software, training and setup. Discounts are available if a contract is chosen, see below.

### Maintenance Agreement

The annual maintenance and updates proposal is based on the number of new home and commercial permits you issue each year (your growth). We guarantee you will always be using the newest software available. You will not pay any additional charges for maintenance, support and updates. Once the contract expires, the pricing will be reviewed and adjusted based on the average number of permits over the term of the previous contract.

### 3-Year Contract

If a three (3) year contract is chosen, we offer a \$500 discount off the license fee.

### 5-Year Contract

If you wish to participate in a five (5) year contract, we offer \$1,000 off the license fee.

### Pricing Summary

#### *Due Upon Commencement:*

Permit Count:		Up to 30
License Fee:	\$	4,800
Maintenance Dues:	\$	1,000
Discount on License Fee (if contract is chosen):	\$	-1,000
TOTAL	\$	4,800

#### *Notes:*

All prices listed are an estimate and could change if the number of actual new home permits and commercial permits fall into another pricing plan. Please contact us for more information. Call Bradi at (435) 668-3248 or email me at [bradi@mycityinspector.com](mailto:bradi@mycityinspector.com)

#### *Payment Plans:*

We offer monthly, quarterly and yearly payments for the license fee. Please contact us for more details.

**Item Attachment Documents:**

6. Resolution R-2019-06 Planning Commissioner Appointment.

**RESOLUTION R-2019-06**

**A RESOLUTION APPOINTING A PLANNING COMMISSIONER**

WHEREAS, the Town of Apple Valley ("Apple Valley") by ordinance (Ordinance No. 2004-2-0) established a Planning Commission, which requires the mayor, with the advice and consent of the town council, to appoint regular members to the Planning Commission; and

WHEREAS, Planning Commissioner Blake Seese recently resigned his position; and,

WHEREAS, Mayor Marty Lisonbee along with the Town Council has nominated Lee Fralish for appointment to the Planning Commission as a regular member.

NOW, THEREFORE, at a meeting of the legislative body of the Town of Apple Valley, Utah, duly called, noticed and held on the 3<sup>rd</sup> day of April, 2019, and upon motion duly made and seconded,

**BE IT RESOLVED AS FOLLOWS:**

Lee Fralish is appointed as a regular member of the Town of Apple Valley Planning Commission whose term will expire on January 6th, 2020.

RESOLVED this 3<sup>rd</sup> day of April, 2019.

**TOWN OF APPLE VALLEY**

ATTEST:


\_\_\_\_\_  
Marty Lisonbee  
Mayor

\_\_\_\_\_  
Apple Valley Town Clerk  
Michelle Kinney

Council Member Edwardsen voted \_\_\_\_\_  
Council Member McLaughlin voted \_\_\_\_\_  
Council Member Kopp voted \_\_\_\_\_  
Council Member Bass voted \_\_\_\_\_  
Mayor Lisonbee voted \_\_\_\_\_

**Item Attachment Documents:**

7. Ensign Billing

**From:** Curtis Nielson [cnielson@ensignutah.com](mailto:cnielson@ensignutah.com)   
**Subject:** RE: Follow Up  
**Date:** March 27, 2019 at 9:30 AM  
**To:** Marty Lisonbee [mayor@applevalleyut.gov](mailto:mayor@applevalleyut.gov)

CN

Mayor,

The original scope for the zoning but then was placed on a time and material basis. When Mayor Campbell decided to pursue the General Plan funding we completed a CIB application for \$40,000 to complete a General Plan. It was anticipated that the funds from UDOT (\$46,000) would cover the matching portion of the application. Here is the breakdown:

- Zoning map update and database - \$15,000
  - Worked with council and staff to complete
  - Needed a solid base to begin planning
  - Staff and council helped tremendously (Debbie) to compile what has been completed and zoned since 2004
  - Utilized county for baseline information
- Zoning plan updated and database - \$10,000 (partial)
  - Overlay of existing Zoning Plan - Completed
  - Scope included open houses and Town discussions of what was important to them for the key elements of General Planning (Environment, Land Use, Housing, Circulation, Economic, Infrastructure)
  - Compile comments from the open house and set up informal polling and opinions online to take into account for report and recommendations
- AV transportation mapping - \$5,500 (partial)
  - Worked with Mayor Campbell
- AV trail system - \$2,500 (partial)
  - Worked with Mayor Campbell
- AV/BPWSSSD infrastructure overview - \$1,500
  - Worked with Mayor Campbell
- Report compilation and writing - \$5,500 (not started)
- Highway 59 Access Management Plan - \$46,000 (contributed by UDOT)

Mayor Campbell approved the application and was submitted in June of 2018. The funding from CIB was to help cover the costs of the work done on the bulleted items above. The zoning 90% complete and need to uploaded to your website for your review and comment as well as setup searching capabilities that you prefer.

Thanks,

**Curtis Nielson, PE, LEED AP** | Associate  
Main [435.865.1453](tel:435.865.1453) Cell [435.590.3517](tel:435.590.3517)  
[cnielson@ensigneng.com](mailto:cnielson@ensigneng.com) | [ensigneng.com](http://ensigneng.com)



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**From:** Marty Lisonbee <[mayor@applevalleyut.gov](mailto:mayor@applevalleyut.gov)>  
**Sent:** Tuesday, March 26, 2019 8:13 PM  
**To:** Curtis Nielson <[cnielson@ensignutah.com](mailto:cnielson@ensignutah.com)>  
**Subject:** Re: Follow Up

The council had some questions regarding what the original quote was for the mapping. I didn't have the answer in the meeting so we tabled the discussion to our next meeting. Everybody is pretty pissed off that this has been kicked into our budget and not handled before now. It'll be on the next agenda.

Marty Lisonbee  
Mayor  
Town of Apple Valley UT  
1777 N Meadowlark Dr  
Apple Valley UT 84737  
Office 435-877-1190  
Cell 435-680-2629  
[mayor@applevalleyut.gov](mailto:mayor@applevalleyut.gov)

On Mar 25, 2019, at 8:19 AM, Curtis Nielson <[cnielson@ensignutah.com](mailto:cnielson@ensignutah.com)> wrote:

Mayor,  
I have been trying to get in touch with Rod ilon Jepson but still haven't heard back. What was the end result of the Town Council meeting a couple weeks ago? I would like to meet with you and Ben and finalize the zoning map and get all of the data and search criteria that will help you the most. Let me know what works for you.  
Curtis

**Item Attachment Documents:**

8. FY2018 Financial Review - Ben Billingsley



## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Town of Apple Valley  
1777 North Meadowlark Drive  
Apple Valley, UT 84737

In accordance with *Utah Code* 51-2a-201, we have performed the procedures enumerated below, which were agreed to by Jauna M. McGinnis of Town of Apple Valley and the Office of the Utah State Auditor, related to the Town's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements for the period July 1, 2017 to June 30, 2018.

The Town's management is responsible for its Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The procedures that we performed and our findings are summarized as follows:

PROCEDURES	RESULT
<b>LARGE FINANCIAL SURVEY</b>	
<b>GENERAL</b>	
1. We obtained a copy of the entity's Large Financial Survey which was completed by the entity.	No exceptions were noted.
2. We agreed amounts reported on the Online Financial Survey to the entity's general ledger.	No exceptions were noted.
<b>REVENUES</b>	
3. We compared each revenue account on the Online Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation and determined whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies as applicable.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<b>DISBURSEMENTS</b> 4. We compared each expense account on the Online Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable.	We noted no exceptions as a result of these procedures.
<b>ACCOUNTING RECORDS</b>	
<b>GENERAL</b> 5. We inquired with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance.	We noted no exceptions as a result of these procedures.
<b>DISBURSEMENTS</b> 6. We determined whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We selected one financial report and (1) scanned the general ledger and determined that all funds were included in the report, and (2) agreed the lesser of 10% or 15 line items from the report to the general ledger.	We noted no exceptions as a result of these procedures.
7. We inquired with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We also scanned disbursement records for disbursements to related parties and determined who has credit cards or purchasing cards issued by the entity. We selected the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties as well as credit card or purchase card disbursements made by members of the governing body and executive level of management.  For each transaction selected, we determined the whether the disbursement:  a. Was consistent with the entity's purpose.	We noted no exceptions as a result of these procedures.
b. Agreed to the receipt or invoice supporting the amount and payee.	We noted no exceptions as a result of these procedures.
c. Was authorized consistent with the entity's policies and procedures.	We noted no exceptions as a result of these procedures.
d. Was in compliance with the entity's purchasing policy (bids, quotes, etc.).	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
e. Was classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable.	We noted no exceptions as a result of these procedures
8. For each credit or purchasing card used, we selected one month during the period and determined whether card purchases were reconciled to receipts monthly by someone other than the card holder.	Three items on the debit card statement sampled had no supporting documentation. Also, there was no support of card purchases being reconciled to receipts monthly by someone other than the card holder.
9. Through inquiry with management and scanning receipt records, we determined what restricted revenue was received by the entity and selected the lesser of 10% or 5 disbursements from restricted funds and determined whether the disbursements were in compliance with restrictions placed on the funds.	We noted no exceptions as a result of these procedures.
<b>CASH</b> 10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following:  a. Traced the bank balance on the reconciliation to the balance per the bank statement.  b. Traced the reconciled book balance to the general ledger and the amount reported on the Online Financial Survey.  c. Tested the clerical accuracy of the reconciliation.  d. For reconciling items greater than 5% of annual revenues, inquired of management and reviewed applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Traced the lesser of 10% or five reconciling items to a subsequent bank statement.  e. Traced the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger.  11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we determined whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements. If the individual did have access to receipts or disbursements, we determined whether a separate individual reviewed the completed bank reconciliation.	We noted no exceptions as a result of these procedures
	We noted no exceptions as a result of these procedures
	We noted no exceptions as a result of these procedures
	We noted no exceptions as a result of these procedures.
	We noted no exceptions as a result of these procedures.
	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<b>MEETINGS</b> 12. We reviewed the governing board's meeting minutes for the period applicable to the engagement through the date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a sample of the lesser of 10% or 3 less-significant financial transactions discussed, we traced the transactions to the entity's accounting records and determined whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable.	We noted no exceptions as a result of these procedures.
<b>COMPLIANCE</b>	
<b>MEETINGS</b> 13. We selected and obtained the agenda and meeting minutes for two public meetings held during the engagement year and performed the following:	We noted no exceptions as a result of these procedures.
a. Determined if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice website.	We noted no exceptions as a result of these procedures.
b. Determined if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed.	We noted no exceptions as a result of these procedures.
c. Determined if the public body took any final actions on a topic in the meeting that was not listed under an agenda item.	We noted no exceptions as a result of these procedures.
d. We determined whether the minutes were posted to the Utah Public Notice Website within three days of the minutes being approved. (Exceptions: Charter schools are required only to <u>make the meeting minutes available</u> to the public within three days of being approved.)	The minutes for the September 21, 2017 meeting were not posted on the Utah Public Website.
e. If a portion of the meeting was closed to the public, determined that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under UCA 52-4-205, and 3) an audio recording of the closed meeting was made, or in the case of meetings closed to discuss Section 52-4-205(1)(a)(i)(f) or (2), the presiding person had executed a sworn statement that the sole purpose of the closed meeting was to discuss those issued.	We noted no exceptions as a result of these procedures.
<b>BUDGET</b> 14. We determined if a budget was approved before the start of the budget year and if the budget presented to the public and governing body contained the required financial information.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
15. We determined if the entity provided the required 7-day notice for its original and final budget adoption hearing.	We noted no exceptions as a result of these procedures.
16. We examined the entity's records and financial reports and determined whether the total expenditures by department stayed within the amounts appropriated in the final adopted budget.	The Police department expenditures were over budget by \$2,284.
<b>FUND BALANCES</b>	
17. <b><u>Deficit Fund Balances:</u></b> For any fund that had a deficit fund balance in the year under audit, we determined whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under audit.	We noted no exceptions as a result of these procedures.
18. <b><u>General Fund Balance Limitations:</u></b>  Municipalities: We determined whether the entity's unrestricted (committed, assigned, and unassigned) general fund balance did not exceed 25% for cities or 75% for towns of the total revenue of the general fund for the engagement year.  Special and Local Service Districts and Interlocal Entities: We determined if the maximum unrestricted (committed, assigned, and unassigned) fund balance was restricted to the greater of: a. 100% of the current year's property tax; or b. 25% of the total general fund revenues, if the annual general fund budget is greater than \$100,000; or c. 50% of the total general fund revenues, if the annual general fund budget is equal to or less than \$100,000.	We noted no exceptions as a result of these procedures.
<b>TRAINING</b>	
19. Through inquiry with officials of the entity and observation of meeting agendas, certificates or other relevant evidence, we determined whether the following training had occurred as applicable:  a. Annual training on the requirements of the Open and Public Meetings Act.	We noted no exceptions as a result of these procedures.
b. Annual online training by the entity's designated records officer on the requirements of GRAMA.	We noted no exceptions as a result of these procedures.
c. Local and Special Service Districts – At least once a term, members of a board of trustees of a local district attending training developed by the Office of the Utah State Auditor in cooperation with the Utah Association of Special Districts.	We noted no exceptions as a result of these procedures.
<b>GRAMA (GOVERNMENT RECORDS ACCESS MANAGEMENT ACT)</b>	
20. We verified that the entity has adopted a uniform fee structure.	We noted no exceptions as a result of these procedures.

PROCEDURES	RESULT
<b>PUBLIC TREASURER'S BOND</b> 21. We determined whether the Treasurer was bonded in accordance with Money Management Council Rule R628-4-4.	We noted no exceptions as a result of these procedures.

We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on Town of Apple Valley's Financial Survey, accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

In accordance with Government Auditing Standards, we are required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures that warrant the attention of those charged with governance. Our agreed-upon procedures disclosed the following matters that warrant the attention of Town of Apple Valley's officials:

We noted three items on the debit card statement sampled with no supporting documentation. We also noted no support of card purchases being reconciled to receipts monthly by someone other than the card holder. During the course of AUP, we noted the minutes were not posted on the Utah Public Website for the September 21, 2017 meeting. Additionally, the Police department total expenditures was over budget by \$2,284. The Town's total expenditures by department, including transfers, should stay within the amounts appropriated in the final adopted budget.

The purpose of this report is solely to describe the scope of our testing of Town of Apple Valley's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements and the results of that testing, and not to provide an opinion or conclusion on the Financial Survey, the accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, this communication is not suitable for any other purpose.



HintonBurdick, PLLC  
St. George, UT  
January 8, 2019



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January 8, 2019

HintonBurdick, PLLC  
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St. George, UT 84770

RE: Response to Agreed Upon Procedures Findings

As the Finance Director for the Town of Apple Valley, I am providing the following responses to findings identified within the Agreed Upon Procedure process.

#### **Disbursements**

**Finding:** Three items on the debit card statement sampled did not have supporting documentation. There was also no support of card purchases being reconciled to receipts on a monthly basis by someone other than the card holder.

**Management Response:** The town acknowledges lack of supporting documentation for the three debit card purchases identified. The reconciliation of receipts was performed by a cardholder during the 2018 Fiscal Year. As a measure of additional control, the town council reviews all reconciled prior month expenditures. After a review of internal policies, the reconciliation of receipts is performed by the town accountant, who is not a card holder for the Fiscal Year 2019.

#### **Minutes**

**Finding:** Noted the minutes were not posted on the Utah Public Website for the September 21, 2017 meeting.

**Management Response:** The town recorder is currently working with the Utah Public Notice Website administrators to allow the town to post the minutes. There has been a technical difficulty in posting the minutes after it was brought to our attention.

#### **Budget**

**Finding:** The Town's total expenditures by department, including transfers, should stay within the amounts appropriated in the final adopted budget. The Police department total expenditures was over budget by \$2,284.

**Managements Response:** After further investigation, a number of expenditures related to the building permit fee process were incorrectly categorized against Police expenditures. -\*

Ben Billingsley  
Finance Director

[illegible]

Unaudited Statement of Revenues, Expenses, and Changes in Fund Balance/Net Position
June 30, 2018

[illegible]